

DOUGLAS COUNTY CIVIL SERVICE COMMISSION

Open Position Vacancy

NOTICE TO APPLICANTS: Please note that portions of your application may be deemed a public record pursuant to Neb. Rev. Stat. §84-712 and for that reason may be made available to the public for viewing.

Title:	EMERGENCY MANAGEMENT DIRECTOR	Requisition #:	6352
Department:	EMERGENCY MANAGEMENT	Status:	FT
Location:	CIVIC CENTER, ROOM EOC-114	# of Openings:	1
Hours/Shift:	8:00 AM -4:30 PM*	Occ. Code:	151
Starting Salary Range:	\$4,603.25 TO \$7,672.17 MONTHLY	Grade:	A4

*MUST BE AVAILABLE FOR VARIED DAYS, HOURS, HOLIDAYS, OVERTIME AS NEEDED.

QUALIFICATIONS

Must possess a Bachelor's Degree in Business Administration, Public Health, Emergency Management, Public Administration, Communications or a related field. Five years of progressively responsible work experience in Emergency Management, Public Safety, or directly related experience in a like-size organization. Must possess a valid driver's license at the time of hire, and maintain it throughout the course of employment. Certification as an Emergency Management Program Director in accord with criteria established by the Nebraska Emergency Management Agency is desirable. Must be completed within one year of hire. Advanced certification required within three years of hire. Must be bondable.

PRE-EMPLOYMENT CRITERIA

Successful completion of a pre-employment criminal records check and a drug screening test.

BASIC SKILLS AND ABILITIES REQUIRED

Knowledge of and the ability to apply the principles and procedures of emergency management planning and operation in accordance with federal, state and local regulations and guidelines. Knowledge of electronic and mass communications systems. Knowledge of hazard analysis and warning principles techniques. Ability to: Coordinate emergency operations during high stress situations; analyze and interpret technical data and information; direct, organize and coordinate the work of volunteers; perform field duties to inspect disaster sites, property damage, etc.; work in emergency situations, possibly for extended hours without relief during crises; promote a positive image of County government; develop departmental plans, long/short term goals, policies and procedures; perform supervisory functions, such as staffing, scheduling work, assigning work duties, training personnel, handling employee complaints, conducting performance evaluations, administering disciplinary actions, and making hiring/firing decisions; exercise independent judgment in the performance of job duties; investigate complaints from employees or the public and take steps to remedy conditions that have caused complaints; plan and organize a personal work schedule, set priorities, and meet deadlines; promote a safe working environment for all employees by training them on safety awareness, policies and procedures; establish and maintain effective working relationships with the general public, governmental officials, co-workers and supervisors; maintain the confidentiality of all departmental communications, documents and transactions; operate a motor vehicle, safely and in compliance with traffic laws and regulations, in the performance of job duties; perform accurate mathematical calculations in the performance of job duties; perform computer input and retrieval functions utilizing a variety of hardware and software programs; accurately prepare and maintain various records, reports, correspondence, and other departmental documents; deal with the general public in a courteous and tactful manner; deal with individuals from a wide range of social and economic backgrounds, including those who may be irate.

DUTIES AND RESPONSIBILITIES

Under the direction of the Chief Administrative Officer to the County Board of Commissioners or designee, the incumbent is responsible for planning, implementing and coordinating a comprehensive Emergency Management program for Douglas County including all phases of Emergency Management: Planning, Preparedness, Response and Recovery. The incumbent

directs the Emergency Management program and acts as an advisor to governmental entities, agencies and officials in pre- and post-disaster and emergency situations. The incumbent ensures adherence to Federal Emergency Management Agency (FEMA), Nebraska Emergency Management Agency (NEMA), Department of Homeland Security (DHS) and local regulations and guidelines. Perform other related duties as assigned.

Interested County Civil Service employees must file a Notification of Interest form, external applicants must file a standard employment application, and all candidates must complete a position questionnaire with the Human Resources Department by the application deadline date. Required forms and applications are available and accepted in the Human Resources Offices, Room 505, Civic Center and Room C-222, Douglas County Health Center from 8:00 am to 12:30 pm and 1:30 pm to 4:00 pm, Monday through Friday. JOB LINE: 444-6270 Website: www.co.douglas.ne.us

Effective Date: AUGUST 21, 2006

Application Deadline: SEPTEMBER 8, 2006

AN EQUAL OPPORTUNITY EMPLOYER - M/F/

LEE A. LAZURE, MBA, SPHR
Human Resources Director